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# FAS USER MANUAL

## REPORTS

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### CURRENT REVISIONS

02/03/2005	Updated table formatting
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### INTRODUCTION

In this chapter

- ✓ Types of reports
- ✓ How FAS reports fit into categories
- ✓ Where report information comes from
- ✓ Understanding the report number format
- ✓ Requesting reports
- ✓ Reporting by time period
- ✓ Requesting page breaks in your report
- ✓ Reducing the size of your report

There are a number of reports available in the State's Fixed Asset System (FAS). This chapter serves as a reference for the type of reports available and as a guide to requesting reports. This chapter is written for users responsible for performing any combination of the following functions related to fixed assets:

Data Entry

Financial Reporting

Inventory

Purchasing

## REPORTS – WHAT ARE THEY?

Reports are data output from information saved or generated from a database. Control reports and requestable reports are the two types of FAS reports.

### CONTROL REPORTS – SYSTEM GENERATED

Control reports: FAS process initiated - no user intervention	Control reports are static output reports built in to a system process. The control reports have a fixed-design format and will only print when data is processed. These reports get their nickname of 'dailies' because they generate from daily system processes.
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### REQUESTABLE REPORTS – USER REQUEST

Fixed-design: 'cookie-cutter' always prints the same	Requestable reports generate at the request of the user. Some requestable reports are flexible and allow the user to define the format; others have a fixed-design format.
Flexible-design: you're the designer	A user-defined report is a data sheet report with data fields selected for display from flexible-design options. Some flexible-design reports allow you to filter information for more efficient reporting.

## FAS REPORTS BY CATEGORY

FAS stores information for a variety of fixed asset requirements. The stored information fits in to four main fixed asset-reporting categories:

### FINANCIAL

Information to properly report capital assets and depreciation.

### INVENTORY

Descriptive information of asset condition, location, and ownership.

### INSURANCE

Replacement value, condition, location, ownership, and insurance type.

### MISCELLANEOUS

Data control – i.e. transaction codes and descriptor tables.

## REPORTS – UNDERSTANDING THE BASICS

### DATA SOURCE – WHERE THE INFORMATION COMES FROM

FAS generates reports from information stored or generated in its' miscellaneous files. The level of information you post to these files determines the level of information available to you on reports.

#### PROPERTY FILE – ONLINE ASSET RECORDS

The property file is the asset portfolio. This file contains information to support all four reporting categories:

FINANCIAL

INSURANCE

INVENTORY

MISCELLANEOUS

#### LOCATION 1 – STATEWIDE TABLE OF LAND AND BUILDING NUMBERS

The location 1 table identifies the size, geographical location, legal description, and state ownership by responsible agency for land and buildings.

#### HOLD FILE – TRANSACTIONS IN PROCESS

The hold file is a file of transactions in process. You can view some transactions using an on-line screen.

#### TRANSACTION CODE DECISION TABLE – TRANSACTION REQUIREMENTS

The transaction code decision table defines the accounting and editing logic for each transaction.

#### HISTORY FILE – TRANSACTION ARCHIVE

The history file stores information from each transaction that posts to a property record. The file is large and programmed-reports, currently, are the only way to access transaction history.

## DESCRIPTOR TABLE – CONTROLS FOR DATA CONTINUITY

FAS edits to descriptor tables for data control and information. Data controls provide efficiency and continuity.

FAS has a maximum of 99 descriptor tables. Currently, 25 descriptor tables are in use. The table number and description of the tables are:

Table Number	Description	Table Number	Description
01	<i>AGENCY SUFFIX</i>	16	<i>CLASS CODE RANGE</i>
02	<i>CLASS CODE</i>	17	<i>SUBJECT/TRANSACTION CODE LOOK-UP</i>
03	<i>CLASS CODE SUFFIX</i>	19	<i>AGENCY BUILDING NUMBER</i>
04	<i>INSURANCE INDICATOR</i>	20	<i>RESPONSIBLE LAST NAME</i>
05	<i>CONDITION CODE</i>	21	<i>RISK MANAGEMENT BILL CODE</i>
06	<i>STATUS CODE</i>	22	<i>DISPOSITION METHOD</i>
07	<i>CONSTRUCTION TYPE</i>	23	<i>OWNERSHIP CODE</i>
08	<i>COUNTY NUMBER</i>	24	<i>LOCATION 2 CODE</i>
09	<i>INSTRUMENT TYPE</i>	66	<i>FAS OPERATOR CLASS TABLE</i>
10	<i>EASEMENT CODE</i>	75	<i>FAS AGY 330 BY CONVERSION</i>
13	<i>MANUFACTURER CODE</i>	98	<i>FAS DESCRIPTOR TABLE SECURITY</i>
14	<i>ACQUISITION METHOD</i>	99	<i>DEFINITION TABLE</i>
15	<i>TRANSACTION CODES/VALID CLASS CODE</i>		

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## REPORT NUMBER – UNIQUE INDENTITY OF THE REPORT

All reports begin with the letters ‘DAFR’ followed by a four-digit report number. The report number is unique to each report and is representative of the program or data source generating the information on the report.

## REQUEST FREQUENCY – REPORT GENERATE SCHEDULE

Request frequency determines when your report will generate. Once the frequency is setup, your report will automatically generate when the report frequency switch matches the system date table.

You can request one of the following indicators to have a report generate on a regular schedule:

### ONE-TIME

The only date you want to generate the report. To generate the report for the next business day, enter the current business date (i.e. today’s date).

### DAILY

The report will generate each processing night. Depending on the FAS processing schedule, processes may only run on Fridays.

### WEEKLY

The report will generate at the end of each business week.

### PERIOD

The report will generate at the close of each period (quarter).

### MONTHLY

The report will generate at the close of each month.

### QUARTERLY

The report will generate at the close of each quarter (period).

### YEARLY

The report will generate at the close of the fiscal year.

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## REPORTING PERIOD – TIME PERIOD PARAMETERS

The reporting period is the time period for data collected on a report. Not all reports accept reporting period indicators. Descriptor table reports, for example, do not require period indicators, whereas financial reports do require a period indicator.

The following is a list of reporting period indicators:

### **CURRENT MONTH – CM**

A report of data from the beginning of the fiscal year through the current date.

### **PRIOR MONTH – PM**

A report of data from the beginning of the year through the close of the prior month.

### **CURRENT PERIOD – CP**

A report of data from the beginning of the current period (quarter) through the current date.

### **PRIOR PERIOD – PP**

A report of data from the beginning of the prior period (quarter) through the end of the prior period.

### **PRIOR YEAR – PY**

A report of data from the beginning to the end of the prior fiscal year.

## REPORT LEVEL – CONTROLLING PAGE BREAKS

Some requestable FAS reports use the following data element to control the page breaks in the report:

- Agency Suffix
- Location
- Responsible Name
- Class Code

A report may use any combination of the above elements. Location, responsible name and class code have sublevels to further detail the page breaks in the report.

The following indicators will determine the page breaks:

### AGENCY SUFFIX

<i>Indicator</i>	<i>Results</i>
0	No page break on agency suffix
1	Page break by each unique agency suffix

### LOCATION

<i>Indicator</i>	<i>Results</i>
0	No page break on location 1 or location 2
1	Page break on each unique location 1
2	Page break on each unique location 1 and location 2 combination

### RESPONSIBLE NAME

<i>Indicator</i>	<i>Results</i>
0	No page break on responsible last name or responsible first name
1	Page break on each unique responsible last name
2	Page break on each unique responsible last name and responsible first name combination

### CLASS CODE

<i>Indicator</i>	<i>Results</i>
0	No page break on class code or class code suffix
1	Page break on each unique class code
2	Page break on each unique class code and class code suffix combination



## REPORT LEVEL ILLUSTRATED

### ILLUSTRATION I – PAGE BREAK BY LOCATION 1

The report level determines the detail and the size of the report. The more sub-levels requested usually increases the size of the report as illustrated below.

Assuming your agency uses the following Location 1 and Location 2 values on property records:

LOCATION 1	LOCATION 2
00175	RM 320
	RM 328
	RM 350
02501	ADMIN
	RECEIPT

You may request a report to page break on Location 1 and receive data summarized by each Location 1.

#### BY LOCATION 1

REPORT TITLE AND DATE	REPORT TITLE AND DATE
<i>PAGE BREAK LEVEL</i>	<i>PAGE BREAK LEVEL</i>
Page 1	Page 2
Location 1: 00175	Location 1: 02501
<i>DATA ELEMENT TITLES SECTION</i>	<i>DATA ELEMENT TITLES SECTION</i>
Data Record 1	Data Record 1
Data Record 2	Data Record 2
Data Record 3	Data Record 3
ETC.	ETC.

## ILLUSTRATION II – PAGE BREAK BY LOCATION 1 AND LOCATION 2

Assume your agency uses the following Location 1 and Location 2 values on property records:

LOCATION 1	LOCATION 2
00175	RM 320
	RM 328
	RM 350
02501	ADMIN
	RECEIPT

You may request a report to page break on Location 1 and Location 2 to receive data sorted by each unique Location 1 and Location 2 combination.

### BY LOCATION 1 AND LOCATION 2

<p><b>REPORT TITLE AND DATE</b></p> <p><i>PAGE BREAK LEVEL</i></p> <p><b>Location 1: 00175</b>      <b>Page 1</b> <b>Location 2: RM 320</b></p> <p><i>DATA ELEMENT TITLES SECTION</i></p> <p>Data Record      1 Data Record      2 Data Record      3 ETC.</p>	<p><b>REPORT TITLE AND DATE</b></p> <p><i>PAGE BREAK LEVEL</i></p> <p><b>Location 1: 00175</b>      <b>Page 2</b> <b>Location 2: RM 328</b></p> <p><i>DATA ELEMENT TITLES SECTION</i></p> <p>Data Record      1 Data Record      2 Data Record      3 ETC.</p>	<p><b>REPORT TITLE AND DATE</b></p> <p><i>PAGE BREAK LEVEL</i></p> <p><b>Location 1: 00175</b>      <b>Page 3</b> <b>Location 2: RM 350</b></p> <p><i>DATA ELEMENT TITLES SECTION</i></p> <p>Data Record      1 Data Record      2 Data Record      3 ETC.</p>
<p><b>REPORT TITLE AND DATE</b></p> <p><i>PAGE BREAK LEVEL</i></p> <p><b>Location 1: 02501</b>      <b>Page 4</b> <b>Location 2: ADMIN</b></p> <p><i>DATA ELEMENT TITLES SECTION</i></p> <p>Data Record      1 Data Record      2 Data Record      3 ETC.</p>	<p><b>REPORT TITLE AND DATE</b></p> <p><i>PAGE BREAK LEVEL</i></p> <p><b>Location 1: 02501</b>      <b>Page 5</b> <b>Location 2: RECEIPT</b></p> <p><i>DATA ELEMENT TITLES SECTION</i></p> <p>Data Record      1 Data Record      2 Data Record      3 ETC.</p>	

## FILTERS – REDUCE THE SIZE OF YOUR REPORT

Filters reduce the size of reports. Not all reports support filtering, but many do. The most commonly used filters in FAS are the same as report level options (i.e. agency suffix, location, responsible name, and class code). This allows you to select information to minimize output. For example, you can detail your information by location 1 and location 2 using report levels, and then control the output of the information to just location 1 or a range of locations by using filters.

FAS uses the ‘special selection 1,’ ‘special-selection 2,’ and ‘agency-suffix range’ on the report request to filter reports. What filters are available and how to use them is report specific.



**Report specifications are available at:**  
[FAS REPORT EXAMPLES AND SPECIFICATIONS APPENDIX C](#)

## SPECIAL SELECTION 1 AND SPECIAL SELECTION 2

When special selection 1 and 2 are available, it is used to select *either* a range of values or specific values depending on the report you are requesting.

Special select 1 and special select 2 filters are generally limited to:

### Filters

Location 1  
Class Code  
Responsible Last Name



*Location 2, Class Code Suffix and Responsible First Name usually are not special selection options.*

## AGENCY SUFFIX RANGE

Enter the two-digit 'from' and two-digit 'to' range of agency suffixes you wish to report. To include all agency suffixes you can enter 'ALL'.

## WILDCARD VALUES

Special selection fields are four characters and may include some special characters known as 'wildcards.' For instance, a '%' sign may be defined as a 'wildcard' in a specific report. There is more than one wildcard option for special selections and the wildcard character is report specific.



*Report specifications are available at:*

[FAS REPORT EXAMPLES AND SPECIFICATIONS APPENDIX C](#)

## DISTRIBUTION

The requested report will require distribution information. This information specifies; who the report goes to; how many copies to produce, and where the report will print.

Report Printing Options	
•	State Controller's Office (SCO)
•	Remote site (i.e. at the agency)
•	Online viewing through website

## MAKING A REPORT REQUEST

To make a report request you may:



STARS/FAS ACCOUNTING HELPLINE  
(208) 332-8827

**E-MAIL**

[DSAHELPLINE@SCO.STATE.ID.US](mailto:DSAHELPLINE@SCO.STATE.ID.US)

The information required making a report request include:

### Report Request Options

- [REPORT NUMBER – UNIQUE INDENTITY OF THE REPORT](#)
- [REQUEST FREQUENCY – REPORT GENERATE SCHEDULE](#)
- [REPORTING PERIOD – TIME PERIOD PARAMETERS](#)
- [REPORT LEVEL – CONTROLLING PAGE BREAKS](#)
- [FILTERS – REDUCE THE SIZE OF YOUR REPORT](#)

### Report Distribution Options

Who the report goes to:

Agency name  
Agency contact  
Special instructions

Where the report will print or be viewed?

How many copies?

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The following tables summarize FAS reports by category and type with a brief description of reporting information.

For examples and report specifications, click on the individual Report Number (i.e. DAFR4461) to view the report.

## CONTROL REPORTS 'DAILIES'

Report Number	Title	Reporting Information
<a href="#"><u>DAFR4461</u></a>	FAS SYSTEM GENERATED TRANSACTIONS	<b>CONTROL REPORT</b>  <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>Property number</li> <li>Sequence number</li> <li>Property type</li> <li>Statewide accumulated depreciation</li> <li>Replacement amount</li> <li>Component number</li> <li>FAS transaction code</li> <li>Acquisition / disposition amount</li> <li>Agency accumulated depreciation</li> <li>Salvage amount</li> </ul>
<a href="#"><u>DAFR4471</u></a>	FAS BATCH ERROR	<b>CONTROL REPORT</b>  <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>Property number</li> <li>Sequence number</li> <li>FAS transaction code</li> <li>Capitalization indicator</li> <li>Acquisition method</li> <li>Location 1</li> <li>Transaction amount</li> <li>Error message</li> <li>Component number</li> <li>Agency suffix</li> <li>Class code / class code suffix</li> <li>Useful life</li> <li>Status code</li> <li>Error indicator</li> <li>Error code</li> </ul>
<a href="#"><u>DAFR4472</u></a>	FAS BATCH POST REPORT	<b>CONTROL REPORT</b>  <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>Property number</li> <li>FAS transaction code</li> <li>Component number</li> <li>Transaction amount</li> </ul>
<a href="#"><u>DAFR4473</u></a>	FAS ONLINE POST	<b>CONTROL REPORT</b>  <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>Property number</li> <li>Description</li> <li>Agency suffix</li> <li>Current document</li> <li>Disposition percentage</li> <li>Transaction amount</li> <li>Component number</li> <li>Class code</li> <li>In-service date</li> <li>Disposition method</li> <li>FAS transaction code</li> </ul>
<a href="#"><u>DAFR4474</u></a>	FAS DELETED TRANSACTIONS	<b>CONTROL REPORT</b>  <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>Property number</li> <li>Sequence number</li> <li>Description</li> <li>Current document</li> <li>Transaction amount</li> <li>Component number</li> <li>Acquisition / disposition date</li> <li>Comments</li> <li>FAS transaction code</li> </ul>

## CONTROL REPORTS 'DAILIES'

Report Number	Title	Reporting Information
<a href="#">DAFR4491</a>	FAS REPLACEMENT VALUE REVALUATION	<b>CONTROL REPORT</b>  <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>Class code</li> <li>Property number</li> <li>Generate indicator</li> <li>Percent '%'</li> <li>To value</li> <li>Title</li> <li>Component number</li> <li>'+' or '-' (signs)</li> <li>From value</li> </ul>
<a href="#">DAFR4492</a>	FAS REPLACEMENT VALUE REVALUATION SUMMARY	<b>CONTROL REPORT</b>  <b>ABOVE DAFR4491 SUMMARIZED BY CLASS CODE</b>   <i>The DAFR4492 prints at the end of the DAFR4491.</i> <i>DAFR4492 totals the From values and To values.</i>
<a href="#">DAFR4581</a>	FAS GENERATED TO STARS ACCOUNTING TRANSACTION DETAIL	 <b>CONTROL REPORT</b> <b><u>'KEEP THIS REPORT WHEN GENERATED'</u></b>  <b>FAS INFORMATION</b> <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>Property number</li> <li>FAS transaction code</li> <li>General ledger account</li> <li>Component number</li> <li>Fund / fund detail</li> </ul> <b>STARS INFORMATION</b> <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>STARS transaction code</li> <li>Fund / fund detail</li> <li>General ledger – credit</li> <li>Expenditure sub-object</li> <li>STARS effective date</li> <li>Reversal indicator</li> <li>General ledger – debit</li> <li>Budget unit</li> <li>Current document</li> <li>Transaction amount</li> </ul>
<a href="#">DAFR4582</a>	FAS GENERATED TO STARS ACCOUNTING TRANSACTION SUMMARY	<b>CONTROL REPORT</b>  <b>ABOVE DAFR4581 SUMMARIZED BY FAS GENERATED STARS BATCH IDENTIFICATION</b>   <i>The DAFR4482 prints at the end of the DAFR4581.</i> <i>DAFR4582 totals by batch amount.</i>
<a href="#">DAFR4590</a>	FAS NON- FINANICAL CHANGES	<b>CONTROL REPORT</b>  <b>ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>Property number</li> <li>Date</li> <li>Change from</li> <li>Component number</li> <li>Element (i.e. serial number, description, name, etc.)</li> <li>Change to</li> </ul>

## INVENTORY REPORTS



Report number	Title	Reporting Information
<a href="#"><u>DAFR4550</u></a>	ACTIVE PROPERTY BY AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME	<p><b>REQUESTABLE</b> <b>FLEXIBLE DESIGN OPTIONS</b></p> <p><b>DESIGN OPTIONS – REPORT LEVELS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agency suffix</li> <li><input type="checkbox"/> Location</li> <li><input type="checkbox"/> Responsible name</li> </ul> <p><b>STATIC ELEMENTS IN THE REPORT:</b></p> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Description</li> <li>▪ Manufacturer</li> <li>▪ License number</li> <li>▪ Acquisition date</li> <li>▪ In-service date</li> <li>▪ Ownership</li> <li>▪ Last inventory date</li> <li>▪ Component number</li> <li>▪ Serial number</li> <li>▪ Model year</li> <li>▪ Quantity</li> <li>▪ Comments</li> <li>▪ Status</li> <li>▪ Condition</li> </ul>
<a href="#"><u>DAFR4560</u></a>	ACTIVE PROPERTY BY CLASS CODE, AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME	<p><b>REQUESTABLE</b> <b>FLEXIBLE DESIGN OPTIONS</b></p> <p><b>DESIGN OPTIONS – REPORT LEVELS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Class code</li> <li><input type="checkbox"/> Agency suffix</li> <li><input type="checkbox"/> Location</li> <li><input type="checkbox"/> Responsible name</li> </ul> <p><b>SUBTOTALS BY REQUESTED REPORT LEVEL</b></p> <p><b>STATIC ELEMENTS IN THE REPORT:</b></p> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Description</li> <li>▪ Manufacturer</li> <li>▪ License number</li> <li>▪ Acquisition date</li> <li>▪ In-service date</li> <li>▪ Ownership</li> <li>▪ Acquisition amount</li> <li>▪ Component number</li> <li>▪ Serial number</li> <li>▪ Model year</li> <li>▪ Quantity</li> <li>▪ Comments</li> <li>▪ Status</li> <li>▪ Condition</li> </ul>




## INSURANCE REPORTS

Report number	Title	Reporting Information
<a href="#">DAFR4790</a>	FAS RISK MANAGEMENT	<p><b>REQUESTABLE</b></p> <p><b>FIXED REPORT DESIGN BY:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Insurance indicator</li> <li><input type="checkbox"/> Location 1</li> </ul> <p><b>STATIC ELEMENTS IN THE REPORT:</b></p> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Description</li> <li>▪ Ownership</li> <li>▪ In-service date</li> <li>▪ Current month replacement amount</li> <li>▪ Component number</li> <li>▪ Class code</li> <li>▪ Status</li> <li>▪ Condition code</li> <li>▪ Prior year replacement amount</li> </ul> <p><b>SUBTOTALS BY:</b></p> <ul style="list-style-type: none"> <li>▪ Location 1</li> <li>▪ Insurance indicator</li> <li>▪ Agency</li> </ul>

## FINANCIAL REPORTS

Report number	Title	Reporting Information
<a href="#">DAFR0168</a>	CAPITAL ASSET BY FUND TYPE	 <b>ONLY ASSETS WITH CAPITALIZATON INDICATOR EQUAL TO 'S' (Statewide capitalized assets)</b>  <b>REQUESTABLE</b> <b>FLEXIBLE DESIGN OPTIONS</b>  <b>DESIGN OPTIONS – REPORT LEVELS:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fund type</li> <li><input type="checkbox"/> Fund / fund detail</li> <li><input type="checkbox"/> Asset class</li> <li><input type="checkbox"/> Budget Unit</li> </ul> <b>SUBTOTALS BY REQUESTED REPORT LEVEL</b>  <b>STATIC ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Description</li> <li>▪ Ownership</li> <li>▪ Adjusted Beginning Balance</li> <li>▪ Decrease</li> <li>▪ Component number</li> <li>▪ Useful life</li> <li>▪ Beginning Balance</li> <li>▪ Increase</li> <li>▪ Ending Balance</li> </ul>
<a href="#">DAFR0170</a>	FAS CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT) DEPRECIATION	 <b>ONLY ASSETS WITH CAPITALIZATON INDICATOR EQUAL TO 'S' (Statewide capitalized assets)</b>  <b>ORDER BY PRIOR YEAR ONLY</b>  <b>REQUESTABLE</b> <b>FLEXIBLE DESIGN OPTIONS</b>  <b>DESIGN OPTIONS – REPORT LEVELS:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fund type</li> <li><input type="checkbox"/> Fund</li> <li><input type="checkbox"/> Asset class</li> <li><input type="checkbox"/> Budget Unit</li> </ul> <b>SUBTOTALS BY REQUESTED REPORT LEVEL</b>  <b>STATIC ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ In-service date</li> <li>▪ Adjusted total</li> <li>▪ Accumulated depreciation statewide</li> <li>▪ Component number</li> <li>▪ Statewide depreciation method</li> <li>▪ Depreciation expense statewide</li> <li>▪ Book value statewide</li> </ul>

## FINANCIAL REPORTS

Report number	Title	Reporting Information
<a href="#">DAFR4500</a>	FAS DEPRECIATION	<p><b>REQUESTABLE</b> <b>FIXED REPORT DESIGN BY:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agency suffix</li> <li><input type="checkbox"/> Class code</li> </ul> <p><b>STATIC ELEMENTS IN THE REPORT:</b></p> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Capitalization indicator</li> <li>▪ Statewide depreciation expense</li> <li>▪ Statewide ending book value</li> <li>▪ Useful life</li> <li>▪ Agency accumulated depreciation</li> <li>▪ Component number</li> <li>▪ Agency depreciation method</li> <li>▪ Statewide accumulated depreciation</li> <li>▪ Class code / class code suffix</li> <li>▪ Agency depreciation expense</li> <li>▪ Agency ending book value</li> </ul>
<a href="#">DAFR4510</a>	FAS HOLD FILE TRANSACTIONS	<div style="text-align: center;">  <p><b><u>'ARCHIVE OR KEEP THIS REPORT MONTHLY'</u></b></p> </div> <p><b>REQUESTABLE</b> <b>FIXED REPORT DESIGN BY:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register number</li> </ul> <p><b>STATIC ELEMENTS IN THE REPORT:</b></p> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Sequence number</li> <li>▪ Class code</li> <li>▪ Location 1</li> <li>▪ Transaction amount</li> <li>▪ Disposition method</li> <li>▪ Quantity</li> <li>▪ Current document</li> <li>▪ In-service date</li> <li>▪ Comment</li> <li>▪ Grant / grant phase</li> <li>▪ PCA</li> <li>▪ Purchase order number</li> <li>▪ License number</li> <li>▪ FAS transaction code</li> <li>▪ Component number</li> <li>▪ Description</li> <li>▪ Class code suffix</li> <li>▪ Location 2</li> <li>▪ Acquisition method</li> <li>▪ Acquisition / disposition date</li> <li>▪ Disposition '%'</li> <li>▪ Ownership</li> <li>▪ Responsible last name</li> <li>▪ Fund / fund detail</li> <li>▪ Project / project phase</li> <li>▪ Index</li> <li>▪ Serial number</li> <li>▪ Agency suffix</li> </ul>

## FINANCIAL REPORTS

Report number	Title	Reporting Information
<a href="#"><u>DAFR4520</u></a>	STARS TO FAS FINANCIAL ACTIVITY	<b>REQUESTABLE</b> <b>FIXED REPORT DESIGN BY:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fund / fund detail</li> <li><input type="checkbox"/> Budget unit</li> </ul> <b>STATIC ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>▪ Transaction identification</li> <li>▪ Current document</li> <li>▪ Effective date</li> <li>▪ Component number</li> <li>▪ Revenue subobject</li> <li>▪ PCA</li> <li>▪ STARS transaction code</li> <li>▪ Grant / grant phase</li> <li>▪ Amount</li> <li>▪ Budget fiscal year</li> <li>▪ Current document suffix</li> <li>▪ Property number</li> <li>▪ Expenditure subobject</li> <li>▪ Index</li> <li>▪ Invoice description</li> <li>▪ Reverse indicator</li> <li>▪ Project / project phase</li> </ul>
<a href="#"><u>DAFR4560</u></a>	ACTIVE PROPERTY BY CLASS CODE, AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME	<b>REQUESTABLE</b> <b>FLEXIBLE DESIGN OPTIONS</b> <b>DESIGN OPTIONS – REPORT LEVELS:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Class code</li> <li><input type="checkbox"/> Agency suffix</li> <li><input type="checkbox"/> Location</li> <li><input type="checkbox"/> Responsible name</li> </ul> <b>SUBTOTALS BY REQUESTED REPORT LEVEL</b> <b>STATIC ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Description</li> <li>▪ Manufacturer</li> <li>▪ License number</li> <li>▪ Acquisition date</li> <li>▪ In-service date</li> <li>▪ Ownership</li> <li>▪ Acquisition amount</li> <li>▪ Component number</li> <li>▪ Serial number</li> <li>▪ Model year</li> <li>▪ Quantity</li> <li>▪ Comments</li> <li>▪ Status</li> <li>▪ Condition</li> </ul>
<a href="#"><u>DAFR4740</u></a>	HOLD FILE DELETED RECORDS	<b>REQUESTABLE</b> <b>FIXED REPORT DESIGN</b> <b>STATIC ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Sequence number</li> <li>▪ Reference component number</li> <li>▪ Current document</li> <li>▪ Acquisition / disposition amount</li> <li>▪ Component number</li> <li>▪ Reference property number</li> <li>▪ Description</li> <li>▪ Acquisition / disposition date</li> </ul>

## FINANCIAL REPORTS

Report number	Title	Reporting Information
<a href="#">DAFR4750</a>	FAS PROPERTY BALANCES BY FUND AND ASSET CLASS	<p><b>REQUESTABLE</b> <b>FLEXIBLE DESIGN OPTIONS</b></p> <p><b>DESIGN OPTIONS – REPORT LEVELS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fund</li> <li><input type="checkbox"/> Fund detail</li> <li><input type="checkbox"/> Asset class</li> </ul> <p><b>SUBTOTALS BY REQUESTED REPORT LEVEL</b></p> <p><b>STATIC ELEMENTS IN THE REPORT:</b></p> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Description</li> <li>▪ Useful life</li> <li>▪ Adjusted Beginning Balance</li> <li>▪ Decrease</li> <li>▪ Component number</li> <li>▪ Beginning Balance</li> <li>▪ Increase</li> <li>▪ Ending Balance</li> </ul>
<a href="#">DAFR4760</a>	PROPERTY BY AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME, SELECT BY NAME	<p><b>REQUESTABLE</b> <b>FLEXIBLE DESIGN OPTIONS</b></p> <p><b>DESIGN OPTIONS – REPORT LEVELS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Agency suffix</li> <li><input type="checkbox"/> Location</li> <li><input type="checkbox"/> Responsible name</li> </ul> <p><b>STATIC ELEMENTS IN THE REPORT:</b></p> <ul style="list-style-type: none"> <li>▪ Property number</li> <li>▪ Description</li> <li>▪ Manufacturer</li> <li>▪ License number</li> <li>▪ Acquisition date</li> <li>▪ In-service date</li> <li>▪ Ownership</li> <li>▪ Last inventory date</li> <li>▪ Component number</li> <li>▪ Serial number</li> <li>▪ Model year</li> <li>▪ Quantity</li> <li>▪ Comments</li> <li>▪ Status</li> <li>▪ Condition</li> </ul>

## MISCELLANEOUS REPORTS

Report number	Title	Reporting Information
<a href="#"><u>DAFR4630</u></a>	FAS DESCRIPTOR TABLE	<b>REQUESTABLE</b> <b>FIXED REPORT LEVEL BY:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Descriptor Table Id</li> </ul> <b>STATIC ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>▪ Descriptor table identification (ID)</li> <li>▪ Table entry key</li> <li>▪ Descriptor table name</li> <li>▪ Title</li> </ul>
<a href="#"><u>DAFR4640</u></a>	FAS TRANSACTION CODE DECISION TABLE	<b>REQUESTABLE</b> <b>FIXED REPORT LEVEL BY:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Transaction code</li> </ul> <b>STATIC ELEMENTS IN THE REPORT:</b> <ul style="list-style-type: none"> <li>▪ Transaction code</li> <li>▪ Coding requirements</li> <li>▪ Generated STARS transaction code</li> <li>▪ Transaction type</li> <li>▪ Required approval level</li> <li>▪ Transaction code description</li> <li>▪ Generated FAS transaction code</li> <li>▪ Register number</li> <li>▪ Updates to FAS financial fields</li> </ul>